



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

May 1, 2007

Dear Superintendent/Administrator:

RE: NCLB 07-04 End of FY07; planning for FY08

As the spring testing sessions are ending, you and your staff will be preparing for the end of the school year and planning for FY08. Below are some reminders concerning end-of-year procedures and some announcements regarding next year.

1. **Student Data - Wrapping-up the Year in SAIS** – The StaR team will provide training beginning May 7, 2007, across the state on procedures necessary to ensure all FY07 data is accurately submitted to SAIS in a timely manner to avoid late data changes, as outlined in [A.R.S. §15 - 915](#). (See [School Finance Memorandum 07-064](#) of March 23, 2007 for FY07 SAIS closing dates.) Changes for FY08 will also be discussed. Register online through the [Calendar of Events](#).
2. **Teacher Data – HQT Position Input Application** – Continue to maintain teacher data using this application in the Common Logon. As new hires are contracted, it is recommended that LEAs enter information into the system.
3. **School Data - Title I Status Report** - Submit the status of all schools in the Title I Status Report for 2006-2007 in the Common Logon **before June 15th**.
4. **Immediate Action Required** – *School Improvement carryover Agreement to Support IDEAL due May 15, 2007*
The authorized signer of your LEA must use the Common Logon and select Academic Achievement Reports. From the menu select *School Improvement carryover Agreement to Support IDEAL*, review the agreement, enter the name of the signatory, and submit the agreement to ADE. NCLB requires that 4% of the state's Title I funds be set aside for both assistance to LEAs and schools and to allow the ADE to staff to organize and provide support to LEAs and schools identified for improvement under NCLB. Despite the increase in number of eligible schools and amounts of school improvement grants, there is a significant amount of money that has not been applied for. The ADE is exercising an option in Section 1003 that permits it to provide school improvement services to all, with the approval of the Title I LEAs. The agreement is a proposal that will utilize these funds.
5. **Title II – A Guidance** – The Highly Qualified Professionals Unit has received direction from the ED regarding use of Title II-A funds. A new guidance document has been developed that outlines the requirements for each of the three priorities for Title II-A expenses: Highly Qualified Teachers, Professional Development, and Class-size Reduction. This guidance will be available on the ADE web site in the [NCLB Document Library](#) as well as on the Title II program pages and as a download to accompany the NCLB Consolidated Application directions.
6. **FY08 NCLB Allocations** –. The award letters for the FY08 final allocations will be sent as soon as the final amounts are received from the ED. Specific directions on how to determine program budget amounts for early applicants (see item 4) will be sent in lieu of an award letter, if allocations are not received from the ED in time. For planning purposes, use 90-95% of current year amounts. Arizona received slightly less than a \$4 million increase in Title I along with a Census adjustment for all districts. The overall result may be an increase to growing LEAs and a decrease for those that are decreasing in poverty population percentages.

7. **FY08 NCLB ConApp** - The FY08 NCLB Consolidated Application will be available June 4, 2007, for early applicants. The ADE will continue to use the Excel spreadsheets to collect pertinent information relevant to the budget. The submission of the Excel file is *required* for review of your NCLB ConApp. Two new spreadsheets have been added to the FY08 version that requires you to enter staff – certified/professional on one and classified/clerical on another – who are funded by Titles I, II and/or V. The Excel files and directions for the FY08 NCLB ConApp will be available in the Application Downloads section of the ADE Grants System. FY08 Fiscal NCLB Consolidated Application Training will be offered in May and June and resume in August. Register through the [Calendar of Events](#).

If you any questions, please call my office at 602-542-7470 or email me at nancy.konitzer@azed.gov.

Sincerely,

Nancy Konitzer

Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities